ROYAL HERITAGE HEALTH FOUNDATION (RHHF)

Ilorin, Kwara State, Nigeria

Request for Quotation (RFQ) –Invitation to Tender

RFQ Number: RHHF/NHF HEALTH/RFQ/2025/Q3/001

Issue Date: 25th August 2025

Deadline for Submission: 5th September 2025, 10:00 AM (WAT)

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1. Background

The proposed six-month humanitarian project by Royal Heritage Health Foundation (RHHF), in partnership with Future Resilience and Development Foundation (FRAD), seeks to provide integrated, life-saving healthcare, nutrition, and gender-based violence (GBV) services to crisis-affected populations in Konduga and Mafa Local Government Areas (LGAs) of Borno State, Nigeria. These areas are severely impacted by conflict, displacement, flooding, food insecurity, and disease outbreaks, leaving vulnerable groups with limited access to essential services.

Procurement is central to project delivery, covering essential medicines and drugs, cholera/malaria kits, safe delivery kits (1,100 units), insecticide-treated bed nets, medical supplies, dignity kits, and nutrition commodities (RUSF, Tom Brown, MNPs). Equipment such as a multimedia projector and camera will support training and documentation, while services include logistics, referral support, and community sensitization materials. Procurement will ensure timely availability of life-saving supplies, supporting both facility-based and community-level interventions.

In view of the above justification, RHHF is to engage a vendor(s) who will facilitate the supply of commodities needed to assemble 1,100 locally packaged delivery kits.

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2. Scope of Supply

The bidder will be responsible for the **supply and delivery of items to assemble 1,100 dignity kits** to RHHF offices in **Ilorin (Kwara State)** or **Maiduguri (Borno State)**. Each kit must include 19 specific delivery kit commodities as per **specifications** listed in Annex 3.

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3. Submission Guidelines

- Offers must be submitted **in sealed envelopes** to any of RHHF' s offices OR **by email** to: **procurement@royalheritagehealthfoundation.org**.
- **Deadline for clarifications:** 29 August 2025.
- **Deadline for submission of bids:** 5thSeptember July 2025, 10:00 AM.
- Samples or Pictures are **highly encouraged** but **not Mandatory**

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4. Required Documentation

Vendors must include the following in their submission:

1. Signed Annex 1 – RHHF General Terms & Conditions
2. Completed Annex 2 – Supplier Profile Form
3. Completed Annex 4 – Pricing Template(On company letter head paper)
4. Business Registration Certificate
5. Recent Tax Compliance Certificate and TIN
6. Properly labeled physical samples (non-returnable unless otherwise communicated)
7. ITF Certificate
8. Letter of Recommendation from Bank

5. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with item specifications and sample quality
- Delivery timelines and logistical capacity
- Unit cost and value for money
- Previous experience with large-scale supply
- References and organizational reputation

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6. Additional Provisions

- RHHF is **VAT-exempt**; quotations should **exclude VAT**. WHT will be deducted.
- **Payment terms**: 30 days after satisfactory delivery and documentation
- **Liquidated damages** of 0.5% per day, up to 10%, will apply for late delivery.
- **Delivery terms**: DDP Incoterms 2020
- **Validity**: Quotes must state their validity period.

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7. Ethical & Safeguarding Standards

RHHF requires all suppliers to uphold:

- Zero tolerance to child labor, sexual exploitation, and abuse
- Respect for human rights and international labor standards
- Anti-corruption, anti-collusion, and transparency in procurement

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8. Whistleblower Contact

Any concerns relating to fraud, abuse, or unethical practices may be reported confidentially to:

📧: complaints@royalheritagehealthfoundation.org
📞: +234 806 230 3010

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9. Disclaimer

RHHF reserves the right to reject any or all bids without obligation or explanation and may split the contract among multiple suppliers if deemed in the organization's best interest.

For Enquiries:
procurement@royalheritagehealthfoundation.org